

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 05-08	Effective Date: 10/15/04	Revision Date: 11/15/04
Subject: Staff Supervision and Monitoring		

I. Policy Statement

Division facilities and programs shall have sufficient staff present in the facility at all times.

II. Rationale

Adequate staffing of facilities and programs is necessary to provide a safe and secure environment for staff, juveniles and the community.

III. Procedures

- A. Division supervisors are responsible for scheduling staff work hours in accordance with the following, to ensure proper facility coverage:
 - 1. A minimum of one (1) staff, of each gender, shall be scheduled on each shift when there are coed populations.
 - 2. A Counselor III shall be on duty during weekend and evening shifts, when possible.
 - 3. Supervisors shall be available to work evening and weekend shifts, as needed for facility or program coverage.
 - 4. A minimum of one (1) staff person, who has completed the Basic Academy, and all mandatory training, shall be on shift at all times.
 - 5. There shall be a minimum of two (2) staff on duty when juveniles are in the facility or program.
 - 6. Supervision and staff coverage may be increased whenever there are special needs of detainees' health, safety, and welfare.
 - 7. Staff-to-juvenile ratio shall be no less than one (1) direct-care staff per eight (8) juveniles when juveniles are awake.
 - 8. Staff-to-juvenile ratio shall be no less than one (1) staff per sixteen (16) juveniles during sleeping hours within the facilities.
- B. Staff shall follow guidelines for the monitoring and supervision of juveniles in their care.
 - 1. Juveniles shall not be left unsupervised at any time.
 - 2. Staff shall make visual room checks at least once every fifteen (15) minutes, whenever juveniles are in their room for any reason.
 - 3. Staff shall conduct head counts or a roster of residents at the beginning and ending of each shift and throughout the shift.
 - 4. Staff shall monitor juveniles at risk for suicide, according to the Suicide Policy, 05-03.
 - 5. Staff shall monitor juveniles who are in restraints, according to the Use of Physical Intervention and Restraints Policy, 05-06.

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IV. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

Eldon Money, Chairman
Board of Juvenile Justice Services

Date

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date